

JOB ANNOUNCEMENT
#2016-008, Posting Date February 4, 2016
LEGISLATIVE COMMITTEE ASSISTANT
Public Pension Oversight Board

The Legislative Research Commission is currently accepting applications for the position of Committee Assistant.

Typical Duties: Initial responsibilities for this position will include:

- Preparing meeting folders and staffing committee meetings;
- Preparing and distributing accurate and detailed minutes of committee meetings;
- Answering phones and taking messages;
- Typing, copying, and filing documents;
- Managing and updating bill tracking logs;
- Managing time to ensure that tasks and reports are delivered on schedule; and
- Any other duties as assigned.

Preferred Qualifications: Candidates for this position should possess a high school diploma supplemented by two years of secretarial or administrative work experience.

The individual selected for this position must have a positive attitude, excellent organizational skills, and good spoken and written communication skills. A successful candidate will be public-service oriented and able to take direction from colleagues. The person selected must maintain a professional non-partisan rapport with legislators, LRC staff, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime will be required.

Application Deadline: The review of applications will begin immediately and the position will remain open until filled.

All persons meeting the minimum qualifications and who are interested in this position are encouraged to submit a cover letter and current resume.

Please send a completed state application or resume via email to LRCresumes@lrc.ky.gov and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

William J. O'Brien
Assistant Director for Human Resources and Professional Development
Legislative Research Commission
702 Capitol Avenue, Capitol Annex Room 104
Frankfort, Kentucky 40601